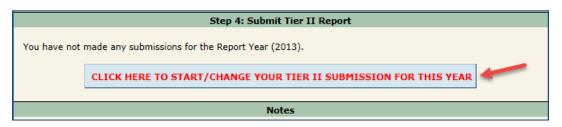
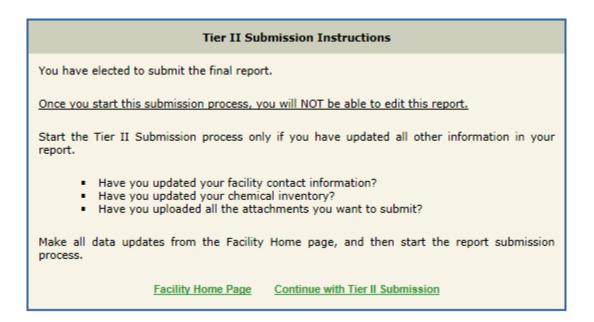
Certifying the Tier II Report & Making an E-Payment

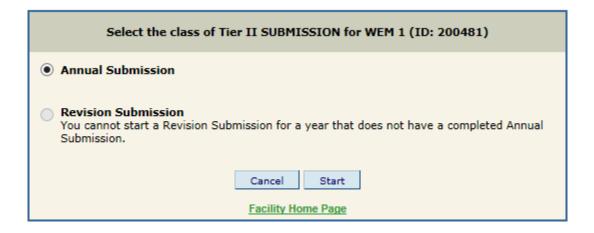
1. After reviewing the information supplied in Steps 1-3, you are now ready to submit the Tier II Report. To begin the submission process, click the [CLICK HERE TO START/CHANGE YOUR TIER II SUBMISSION FOR THIS YEAR] button.



2. Click the 'Continue with Tier II Submission' button after reviewing the Tier II Submission Instructions.



- 3. Select the Submission type.
- 4. Click [Start] button.



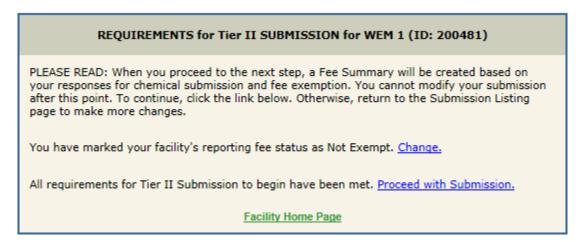
5. Click 'Complete the Fee Exemption Questionnaire'.



- 6. Review the employment information supplied in the Facility Information Section.
- 7. When finished, click [Submit] button.

Exemption on Fees Questionnaire	
This facility does not have exemption information entered for the year 2013. Please com submit.	plete each question and click
1. Please indicate the number of FTE employees	123
(All persons employed by this owner in the State of Wisconsin must be included in t those employed that this facility or working with chemicals.)	his calculation, not just
If the operator of this facility has less than 10 full-time equivalent (FTE) employees State of Wisconsin, it is exempt from fees.	(20,080 hours) in the
2. Is this a Federal or federally recognized Tribal facility?	O Yes ● No
Fees are not assessed to Federal or federally recognized tribal facilities.	
Submit Cancel	
Facility Home Page	

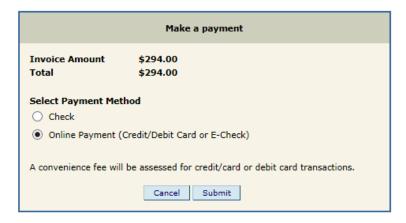
8. Click 'Proceed with Submission'.



- 9. Review the Fee Summary.
- 10. Click the [Proceed to Payment Options] button to continue with the Tier II Report submission.



- 11. Select the type of payment method you will use (Online Payment, in this example).
- 12.Click [Submit] button.



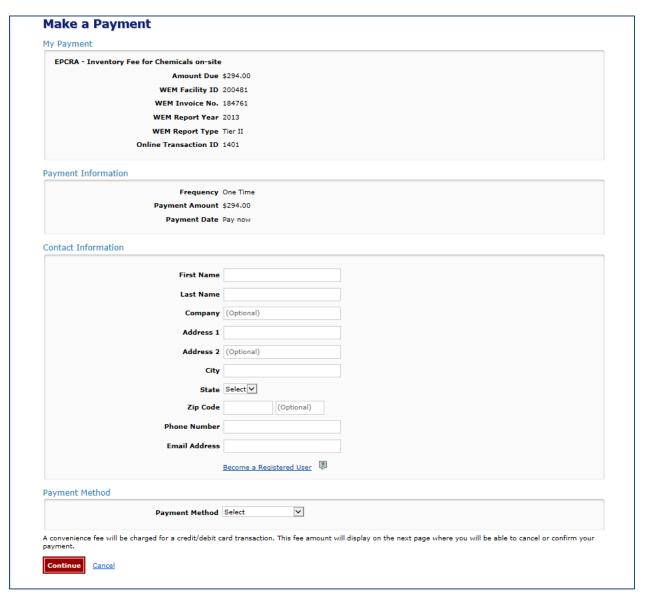
• A View Fee Summary page will generate.

13.Click the [Proceed with Tier II Submission] button.

View Fee Summary	
The Invoice Amount is calculated based on your report submission. Payment of the comprequired for your Tier II Submission to be considered complete.	olete Invoice Amount is
Facility Home Page	
WEM 1 (ID: 200481) 2400 WRIGHT STREET MADISON, WI 53703 Fee Type: I-Inventory	eport Year: 2013
Number of Chargeable Chemicals	1
Cumulative Pounds Chargeable Chemicals	121212
Reporting Fee Total Amount Due if received after March 1, 2014	294.00
A convenience fee will be assessed for credit/card or debit card transactions.	
Proceed with Tier II Submission	
Facility Home Page	

• The Make a Payment Page will generate:

- 14. Fill in the appropriate fields.
- 15. Select the Payment Method electronic check or credit/debit (examples on following page).
 - Please note that paying by credit/debit includes a convenience-processing fee (2.5% of the total fee). Paying by electronic check does not have a convenience-processing fee.



• To make an **Electronic Check Payment**, you will need to provide the routing number and accounting number from either a checking or savings account.

ayment Method
Payment Method Checking or Savings ✓
Sample Check 123 Main St. Anylown, MO 12345 Ber to The St. Bank Routing Bank Account Number Numb
Personal Check <u>Business Check</u>
Bank Routing Number
Bank Account Number
Bank Account Type ○ Checking □ This is a business account
convenience fee will be charged for a credit/debit card transaction. This fee amount will display on the next page where you will be able to cancel or confirm your

 To make a Credit/Debit Payment, you will need to provide the card number, expiration date, card security code and billing address.

Pa	ayment Method Credit/Debit Card
	Card Number
	Expiration Date Month Year Year
Care	d Security Code
Card	Billing Address Use my contact information address
	O Use a different address
	or a credit/debit card transaction. This fee amount will display on the next page where you will be able to cancel or confirm

16. Click the [Continue] button when you are ready to make your payment.

payment.

- Once the payment is processed, you will receive a Confirmation of Payment Email.
- In order to Complete the Tier II Submission for WEM, you must continue to the Certification Page:

17. To complete the Tier II Report, click the checkbox to verify that you are officially submitting the Tier II Report. 18. Fill in the required Red highlighted fields.



19. Click the [Submit] button when you are ready to submit the report.

• Once the report has been successfully submitted, the following page will generate:

Tier II Submission

Thank you for submitting the online report. However, <u>you will need to complete some</u> <u>additional steps</u> for your submission to be considered complete.

Your submission is not complete until your payment is received.

If you have added or made changes to a previous year, please make sure that you update the information in the current year to help Emergency Responders access the most accurate inventory information. View the most current year information from the Submission Listing page.

For questions, please reference the Help Guide for the appropriate contact.

Select an option below to proceed.

View/Print Consolidated Invoice Statement

View/Print Invoice

View/Print Report

Return to Submission Listing Page.

- Click the 'View/Print Report' button to print a hardcopy version of the submitted Tier II Report.
- Please note that you may view your report at anytime by signing into WHOPRS at https://whoprs.wisconsin.gov.

For further assistance, please contact the WHOPRS Help Desk at dmawhoprs@wisconsin.gov.